Borough of Hillsdale

380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794
Fax: 201-358-5002~ www.hillsdalenj.org

Employment Application

Applicant Information:
Name (Last, First, Middle): _____
Address: _____
City/Town: _____
Phone (Work): ( )_____ (Home): ( )_____
Social Security Number: _____ - ____ -_____

Position applied for: _____

If you are applying for a position in the Hillsdale Police Department are you PTC certified? ___Yes ____No

Have you ever applied to the Borough of Hillsdale before: ____ Yes ____No
If yes, give date_____

Date you can start: _____ Salary desired: _____

Are you available to work: ____ Full time____ Part time____ Shift work ____ Temporary

Are you currently employed: ____Yes ____No May we contact you at work: ____Yes ____No

May we contact your current employer: ____ Yes ____No

Are you currently on layoff status and subject to recall: ____Yes ____No

Do you possess a current driver's license: ____Yes ____ No

Do you possess a current commercial driver's license: _____ Yes _____ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ Yes ___No

Are you legally eligible to work in the United States of America: ____Yes ____ No
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons or petty disorderly persons offense: ____ Yes ____ No

An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below and use additional sheets if necessary.

_____

_____

The Borough of Hillsdale is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer: Address:	Date started: Date left:	Work performed/ responsibilities:
Job Title:	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		
Employer: Address:	Date started: Date left:	Work performed/ responsibilities:
Job Title:	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		
Employer: Address:	Date started: Date left:	Work performed/ responsibilities:
Job Title:	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		
Employer: Address:	Date started: Date left:	Work performed/ responsibilities:
Job Title:	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References:

Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough of Hillsdale, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Hillsdale later discovers that information on this form was incomplete, untrue, false and/or inaccurate. I give the Borough of Hillsdale the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Hillsdale the right to secure additional job-related information about me. I release the Borough of Hillsdale and its representatives from all liability for seeking such information. I understand that the Borough of Hillsdale is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Hillsdale will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough of Hillsdale may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Hillsdale may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Employment is conditioned upon an offer of employment by the borough and a successful criminal background check, as well as, where applicable, a physical examination, drug/alcohol testing and psychological examination, all of which should show no reasons to preclude the borough from hiring.

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

Applicant Information:

Name: _____

Address: _____

City/town: _____

Phone: ( ) _____

Position Applied For: _____

How did you learn about this position?

__Advertisement __Employment Agency __Friend __Relative __Walk-in __Other (Explain)_____

Information Regarding Status:

Gender:

_____Male

_____Female

Equal Employment Opportunity identification groups:

_____White

_____African-American (non-Hispanic)

_____Hispanic

_____American Indian/Alaskan native

_____Asian/Pacific Islander

_____Other_____

Other protected Groups:

_____Individual with a disability

_____Vietnam-era veteran (served between 1964 and 1975)

_____Disabled veteran

FOR BOROUGH USE ONLY

Hired: ___Yes ___No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers	4. Sales workers	7. Operators(semi-skilled)
2. Professionals	5. Office and clerical workers	8. Laborers (unskilled)
3. Technicians	6. Craft workers (skilled)	9. Service workers

Borough of Hillsdale Official_____ Date_____

Fingerprint and Background Check Consent Form
For Employees, Job Applicants, and Volunteers
<u>That May Work or Have Contact with Minors</u>

I understand that, as a condition of continued employment, new employment, or my volunteer service, the Borough of Hillsdale requires background checks on. And prospective employees who receive a conditional job offer from the Borough.

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons or petty disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged said list below is NOT exclusive and the Borough may deny employment for a guilty plea (even if expunged) as to any crime, disorderly persons offense or petty disorderly persons offense.

2C:11 HOMICIDE-all offenses

2C:12 ASSAULT, ENDANGERING, THREATS-all offenses

2C:13 KIDNAPPING-all offenses

2C:14 SEXUAL OFFENSES-all offenses

2C:15 ROBBERY-all offenses

2C:20 THEFT -all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS-
all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES-
all offenses except paragraph (4) of subsection a. of NJS.2C:35-10

_____
Name (please print)

_____
Applicant's signature Date

_____
Parent's signature (if applicant is under 18) Date

This page for Borough of Hillsdale use only!
Results of interview

Interviewer: _____

Date: _____Time: _____